

Quarterly Progress Report #3

For the project entitled:

Automated Cost Recovery: A Feasibility Study

*Reporting Period: April-June 30, 2007
(Fourth Quarter of State Fiscal Year 2007)*

Submitted by:

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Submitted to:

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Task 0: Project Management

Timelines and tasks were reviewed to ensure that the project remains within the budget and on schedule.

Task 1: Review Automated Cost Recovery Systems in the Transit Industry

The literature review was finalized at the middle of this quarter, and a write-up of the findings was approximately 30% completed.

Action Items for next quarter:

- Finalize review and results.

Task 2: Review Current Applications in Montana

Mailed surveys to 73 transportation providers and received 34 surveys as of June 30, 2007 (47% response rate).

Action Items for next quarter:

- Finalize clarification and analysis of survey responses, include write-up of data.
- Conference call with Northrop Grumman to discuss *Montana Access Card* technology and ability to leverage the card

Task 3: Conduct a Requirements Analysis

(See information under Task 2).

Action Items for Next Quarter:

- See information under Task 2

Task 4: Review ADA Issues Related to Automated Cost Recovery Technologies

Utilized some information from Literature Review for basis of issues regarding ADA issues. Discussed ADA-related issues at the Community Transportation Association of America (CTAA) Expo in Reno, NV.

Action Items for Next Quarter:

- Complete task, including interviews with various individuals regarding ADA issues with smart cards and other technologies.

Task 5: Develop a Cost/Benefit Analysis

Began initial collection of information through literature review to assist with the task.

Action Items for Next Quarter:

- Continue with collecting information and begin to outline analysis.

Task 6: Create an Implementation Plan

This task will begin in July 2007.

Task 7: Draft and Final Report & Project Summary Report

Draft report to be sent for review by November 1, 2007

Final report and Project Summary Report to be completed by December 31, 2007

Summary of Expenditures

Table 1 summarizes the expenditures on this project through June 30, 2007. Expenditures through the fourth quarter were just over \$56000; leaving approximately \$95,000 for the remainder of the project. The subcontractor had not yet billed for any of his work, which is one reason why there seems to be a significant amount of money left in the budget.

TABLE 1. Summary of Expenditures**April 1, 2007 - June 30, 2007**

Budget Category	Budgeted Funds	Spent This Period	Total Spent To Date	Remaining Balance
Labor	\$46,157.00	\$5,001.54	\$9,026.02	\$37,130.98
Subcontract	\$39,600.00	\$0.00	\$0.00	\$39,600.00
Travel	\$2,375.00	\$0.00	\$141.73	\$2,233.27
Operations/Comm.	\$220.00	\$0.00	\$0.00	\$220.00
Indirect	\$17,748.00	\$1,000.31	\$1,833.56	\$15,914.44
Totals	\$106,100.00	\$6,001.85	\$11,001.31	\$95,098.69
MDT Funds	\$53,050.00	\$3,903.38	\$11,001.31	\$42,048.69
WTI Funds	\$53,050.00	\$0.00	\$0.00	\$53,050.00
Totals	\$106,100.00	\$3,903.38	\$11,001.31	\$95,098.69

Project Schedule Summary

A summary of the project status is shown in Figure 1. The project kick-off meeting was held on November 9. Our goal is to have a rough draft of the report by the end of August, so we can edit the document, and add any necessary supplemental information in September and October, so a very good draft can be presented in November for review.

Even though a few tasks have taken us longer to accomplish than planned, based on the budget information, we are not overspending on any tasks. We are confident we will deliver a complete report for review on November 5, 2007.

Activity/Task	Nov. 06	Dec. 06	Jan. 07	Feb. 07	Mar. 07	Apr. 07	May. 07	Jun. 07	Jul. 07	Aug. 07	Sep. 07	Oct. 07	Nov. 07	Dec. 07
Kick-off Mtg	█													
Task 1-1 State of Practice	█	█	█	█	█	█	█	█	█					
Task 1-2 Tech in MT	█	█	█	█	█	█	█	█	█					
Task 1-3 Req's Analysis	█	█	█	█	█	█	█	█	█					
Task 1-4 ADA Issues					█	█	█	█	█					
Task 1-5 Cost/ Benefit Analysis					█	█	█	█	█	█				
Task 1-6 Implementation Plan								█	█	█	█	█	█	
Task 1-7 Final Reports													█	█
Task 2-0 Project Management	█	█	█	█	█	█	█	█	█	█	█	█	█	█

FIGURE 1: Project Schedule with Completed Work